



**CITY OF DALLAS**  
**Urban Renewal Advisory Committee**  
**Dallas City Hall**  
**187 SE Court Street, Dallas, Oregon 97338**  
**Tuesday, April 5, 2016 – 5:30 p.m.**

1 **MINUTES - DRAFT**

2 Members Present: Chair Rich Rohde, Bob Brixius, Brian Dalton, Jim Fairchild, Joe Koubek, LaVonne  
3 Wilson, David Shein, and Nancy Adams

4 Absent: Ken Jacroux

5 Staff: Community Development Director Jason Locke, Planner Suzanne Dufner

6 Visitors: Sue Rohde, Beverly Shein

7 **CALL TO ORDER**

8 Chair Rich Rohde called the meeting to order at 5:30 p.m.

9 **APPROVAL OF MINUTES**

10 The minutes of the March 1, 2016 meeting were presented and approved.

11 **PUBLIC COMMENTS**

12 There were none.

13 **OLD BUSINESS**

14 Jason Locke provided an update on the Jefferson Street project. The project is on schedule and the City  
15 Public Works crew is scheduled to do the demo work starting the third week in May. The project is  
16 anticipated to take two to three weeks.

17 Suzanne Dufner provided an update on the Façade Grant Program. Pressed will be completing their  
18 grant project this spring as the weather improves. They are interested in applying for a separate grant  
19 for the Dominos Building once the building permit is finished for the inside of the building. Staff is  
20 currently reviewing the grant application to install a mural on the side of the Polk-a-Dots building.

21 Joe Koubek asked about reviving the historic signage on the Courthouse Square. Jason and Joe will get  
22 together to talk about the project and report back at the next meeting.

23 **NEW BUSINESS**

24 Jason provided an overview of the 2016-2017 Urban Renewal Budget. The URA Fund is projected to  
25 raise \$161,000 in new revenues in the coming fiscal year, with a beginning balance of \$390,000.  
26 Clarification was provided regarding miscellaneous revenues, and when the delinquent taxes on the  
27 Blue Garden building would show up in the budget. The URA is budgeted to spend \$16,000 on  
28 personnel services, \$46,500 on materials and services, a total capital outlay of \$200,000 for projects and  
29 property acquisition, and \$86,395 in transfer funds to GF debt service. The salaries portion of personnel  
30 services represents 10% of the Community Development Director's time. It does not account for the  
31 other staff time spent on urban renewal by the City Manager, Finance Director, City Planner, or Public  
32 Works staff.

33 Staff is proposing to increase the amount spent on Professional Services from \$4,000 to \$6,000 to  
34 account for the cost of preparing the audit (~\$3,000) in addition to some funds needed to hire an Urban  
35 Renewal Consultant. The \$2,000 added to the Professional Services line item would result in a decrease  
36 of \$2,000 to the Operating Contingencies line item.

37 The proposed \$60,000 in Capital Outlay is for the Jefferson Street block in front of the Courthouse.  
38 Discussion ensued regarding the \$125,000 property acquisition line item for the Old Armory site. The  
39 consensus was to consider redirecting these funds if the sale of the property is not eminent at this time  
40 next year.

41 The URA is required to maintain a debt reserve for at least one year's worth of expenses. The Operating  
42 Contingency line item is used to make the budget balance.

43 The Committee voted unanimously to recommend the URA approve the budget with the change in  
44 Professional Services discussed at the meeting.

45 **MEMBER COMMENTS**

46 Mayor Brian Dalton noted the need to work with the State to maintain the Old Armory property.

47 **STAFF COMMENT**

48 Staff will be going out to the Salem Airport to pick out banner poles in the near future.

49 **OTHER BUSINESS**

50 The meeting adjourned from City Hall at 6:20 p.m.